

Post on Bulletin Board

Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement No.: 146-13

Position Title and Number:

Series, Grade:

Type Appointment:

Location of Position:

Salary Range:

Open: **4 September 2013****Supply Systems Analyst D1402P01****GS-2003-09****Excepted: Enlisted****114 LGR SQ, Sioux Falls, SD****\$47,448 to \$61,678 Per Annum****Close: 30 September 2013****Area of Consideration**

1. All permanent Technicians and AGR personnel of the South Dakota Air National Guard. Applicants must presently be an Excepted employee or a Non Dual Status employee eligible for Excepted status.
2. All members of the South Dakota Air National Guard.

Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
 - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.
Resume - must include, as a minimum, all the information requested on the OF 612.
(Only the last four of SSN is required on OF 612, Block 5).
 - b. SDNG Form 335-1-R, "Statement of Military History".
2. Additional supporting documents may include:
 - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
 - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <https://sdguard.ngb.army.mil> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to ng.sd.sdarnng.list.jobs@mail.mil. The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

Minimum Requirements for Consideration

General: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the applicant some general knowledge of supply transaction and regulations, procedures, identification codes, etc.

Specialized: 24 months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work, which is similar or closely related to the work of the position to be filled. Completion of 2 academic years of full-time business school or 2 academic years of education above the high school level will satisfy the requirements for 9 months of specialized experience. Appropriate military training courses will be credited on a month for month basis. If applying your National Guard experience, it will be credited on the basis of one full year of credit for one full year of National Guard experience:

- Ability to process and schedule established reports.
- Ability to use and train in various computer applications (i.e. Microsoft Access).
- Knowledge of the overall Enterprise Solution Supply (ESS) and Discoverer.
- Ability to effectively communicate with internal and external customers regarding computer system problems.
- Ability to troubleshoot, analyze, and resolve operational computer problems.

Compatibility Requirements

Applicant must be assigned to the following AFSC upon date of hire: 2S0X1. AFSC 2S0X1 requires an aptitude of A41 or G44 and a physical profile of 333333J. Aptitude scores can be checked on the vMPF or at Customer Service in the Force Support Squadron and physical profile in the medial squadron. The applicant selected will be assigned to a military Unit Manning Document (UMD) position as determined by the selecting official. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

AGR Employees

Current AGR personnel of the South Dakota Air National Guard may apply for this position by using the application procedures listed above. Personnel must meet the qualifications in ANGI 36-101. The applicant selected will be assigned to a military Unit Manning Document (UMD) position as determined by the selecting official.

Experience Evaluation

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs describe in writing the extent and nature of your experience and attach this material to your application.

Evaluation Methods

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T and subsequent MOAs.

Appointment

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

Summary of Duties

This position is located in the Operations Compliance Function, Logistics Readiness Squadron (LRS), Mission Support Group, ANG Aviation Wing. The purpose of this position is to plan, organize, and administer the operation of automated system in support of LRS. A broad knowledge of operations and automated systems is required to assist managers and specialists in managing programs. Serves as the primary point of contact to ensure the effective operation of computer hardware and software.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description (PD) available at the Human Resources Office at Camp Rapid or at 114FW/DPC in Sioux Falls.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C., veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Management Specialist, (605) 988-5708, at the 114FW/DPC or the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

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